



9591

Administrative **Specialist II**

Jefferson County is currently hiring an Administrative Specialist II to perform clerical/administrative support and general bookkeeping tasks for Jefferson County Sheriff's Department general administration. Tasks include, but are not limited to: prepare, transcribe, and edit a variety of correspondence, press/news releases, forms, spreadsheets, reports, and other documents with little or no direction; prepare agendas, compile information for meetings, and take minutes for various meetings; gather and compile department information and prepares Sheriff's Office annual report to County Board; process time-entry payroll data on a bi-weekly basis.

Starting Wage: \$17.36/hour

Minimum Requirements: Vocational or technical certification or diploma in Administrative Office or Accounting procedures and 1 – 2 years related office or accounting experience, or equivalent combination of education and experience, required

Application review begins March 31, 2016 and is open until filled. Application and position details are available at www.jeffersoncountywi.gov or Jefferson County Human Resources, 311 S. Center Ave., Jefferson, WI 53549.

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